No. L. 360—*L. B.* 181-20-3, *dated* 11*th July* 1930.

In exercise of the powers conferred by the sections 92 and 100 of the Mysore District Boards' Regulation, the following rules are made by the Government for the inspection of the District Board Offices by the Deputy Commissioners :—

1. The Deputy Commissioner shall inspect the office of the District Board in his District at least once a year between the months of March and May.

2. The Deputy Commissioner shall give to the President 15 days' notice of his intention to inspect the District Board Office.

3. The President shall make satisfactory arrangements for inspection of the necessary records, accounts and other property of the Board by the Deputy Commissioner and shall for the purposes of such inspection afford access to such records, accounts and property to any person authorised by the Deputy Commissioner in writing in this behalf.

4. Within a month of the date of each inspection, the Deputy Commissioner shall submit a copy of the inspection report to the Secretary to Government in the General Department and the President concerned in the form appended to the notification.

5. The President will place the inspection report before the Board who shall consider the same within two months of its receipt by the President and a report of the action taken to rectify the irregularities, if any, noticed in the report shall be submitted to Government within three months of the receipt of the report.

By Order,
R. RANGA RAO,
General Secretary to Government.

Report on the inspection of the District Board Office.....

1. Name of the Inspecting Officer..... .. ..
2. Duration of the inspection { Date commenced..... .... / Date concluded..... .. ..
3. Name of the officer in charge..... ....
4. Previous inspection { Date.. .... / Name of officer..... .. ..

QUESTIONS.

I. Committees and Officers.

1. Do the District Board and standing and other committees thereof meet regularly?
2. Are regular journals of the proceedings of all meetings of the Boards and of each Committee kept?
3. Has action been taken on all the resolutions of the Board and of the Committees and is the nature of action so taken noted against each resolution and also reported at any subsequent meeting?
4. Have the powers and duties of the President and the Vice-President been clearly defined?

II. Taxes on cesses.

5. Has a register of Board property been maintained and is it posted up-to-date?
6. Are all the other registers prescribed maintained? If not, why?
7. Check the arrear demand register and the process register and see if timely action is taken for the recovery of the arrears.
8. What is the amount of arrears due and to what years do they relate? Steps taken for their recovery may be noted.

9. Is the progress of collection closely watched by the executive and scrutinised by the Standing Committee? What is the arrangement for such scrutiny?

10. Are the processes prescribed for the recovery of taxes resorted to automatically? Instances of bills not followed by notices of demand and of notices not followed by distraints and of suits decreed not followed by execution may be noted.

11. Is there a Miscellaneous Demand and Collection Register? Are all items sold by public auction? Is this done promptly? Are there any arrears outstanding? What action has been taken for their recovery?

12. Are instalments payable by toll-gate contractors received every month on the due dates? Instalments due and the periods they pertain to, may be noted together with information as to the steps taken for recovery.

III. Conservancy and Sanitation.

13. Does each Sanitary Inspector maintain a diary and do the entries show sufficient work for each day?

What is the general condition of the work indicated by these records? Is it up-to-date and efficeint?

14. How many license applications referred for inspection are pending, how long since and why?

15. Is there a notice register of all notices ssued under different sections of the District Board's Regulation? Does it show the final disposal of each notice.

16. Is a prosecution register maintained? And state if it is properly maintained.

17. What are the arrangements for the prosecution of offences? Are cases disposed of promptly? From the statistics of prosecutions, it may be noted whether the arrangements are effective.

IV Public Works.

18. Are unauthorised encroachments by private persons on the streets and drains promptly checked?

19. Is there a schedule of rates both for works and metal supply in the office? Is it prepared every year and sanctioned by the Board?

Are the estimates invariably framed in accordance with these rates?

20. Check the list of incomplete works of the previous year and state in what stage they are at the time of inspection.

21. Are contracts executed before work is begun?

22. Are there any works carried out by departmental agency?

Is an abstract of the measurement book noted in the muster roll to facilitate comparison of outturn of work?

23. Are the measurement books of all works maintained properly? Are they returned to the office records as soon as they are finish-

24. Has there been regular progress of work throughout the year or is there any attempt to rush through works at the end?

25. Have all sanctioned estimates been properly filed so as to be easily traceable for ready reference?

26. Is a list of measurement books in current use maintained showing the names of subordinates and the works for which the book is used?

27. Is a building register maintained showing the capital outlay and the expenditure incurred on their maintenance every year?

28. Are tenders invited from the contractors.

29. Are contracts given out to persons related to Presidents, Vice-Presidents and other District Board Members?

30. Is security taken in all cases for the due fulfilment of a contract?

V General.

31. Is the office accommodation sufficient and suitable? Are the rooms, premises and furniture kept clean?

32. Is a record of the qualifications and services of the ministeral officers maintained up-to-date?

33. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?

34. Are all appointments made in accordance with the rules?

35. Is a statement of the periodical reports and returns due, prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Is it scrutinised by the Head of the office?

How many and which returns were due at the time of inspection?

36. Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter? Is a noto made in the register of all articles lost or which have become unserviceable? Is the furniture adequate for the needs of the office or more than necessary? What is the condition of furniture kept?

37. Are old and unserviceable articles sold by public auction and the proceeds credited to the District Fund?

38. Who keeps the stock of forms? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?

39. Is a complete set of the standing orders of Government relating to the work of the office maintained?

Is it provided with a table of contents and, if bulky, also with index?

40. Is the file of District Board Rules and Bye-laws kept up-to-date?

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41. Are the registers of inward and outward correspondence properly maintained with cross references regularly marked?

42. Is a separate petition register maintained and does it show the method of disposal and the date and nature of endorsements granted?

43. Is there any abnormal delay in the disposal of petitions?

44. Are all disposed of records promptly made over to the record-keeper duly arranged and stitched? What is the number of such records remaining to be sent to the record-room?

45. Are the records of meetings kept in an orderly manner? Are the minutes of proceedings properly kept and made available for inspection by any inhabitant of the District?

46. Are all the prescribed registers maintained?

47. Examine the cash in the District Board Office and give the amount found at the time of your inspection. Does it agree with the book balance?

48. Has sufficient security been taken from officials expected to handle the cash?

49. Is the pass book of the District Board written up in the $\frac{\text{Treasury}}{\text{Bank}}$ peroidically and returned without delay?

50. Is the cash book closed and balanced daily? Is the balance arrived at every month compared and agreed with that in the pass book?

51. Examine the classified abstract of receipts and expenditure and state if it is written up properly.

52. Are the accounts audited monthly by auditors appointed from among the District Board Members? As the registers signed by them in token of their having examined them?

53. (*a*) Are audit notes received from the Comptroller's Office promptly disposed of? How many audit notes, if any, are pending, when were they received and why are they pending?

(*b*) Is there a register of objections received from the Comptroller? How many objections are pending disposal and why?

54. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

55. Are there any longstanding advances made out of the office imprest awaiting adjustment? Details may be furnished.

56. Is an advance register of the District Board money maintained? Is timely action taken for its recovery?

57 Are the cheques issued for the bills and the payments made therefor entered in a petty cash book?

58. Is there a scale register of all District Board establishment in the Office? Is it kept up-to-date?

59. Have personal claims of officers to pay, allowances and increments been discharged

without delay ? If any are delayed, what is the cause for the same ?

60. Are pension applications prepared and submitted in time ? How many cases are pending and why ?

61. What amount has been given by the President as sub-imprest to subordinate officers ? Details may be noted. Are acknowledgments of permanent advance held by them duly received ?

62. Are all the records sorted ? If not, what is the quantity of papers remaining to be sorted ? What time is necessary to complete their sorting ?

63. Are all papers sent to the records as soon as they are disposed of duly stitched and feristed ? Note instances to the contrary, if any.

64. Have all time expired papers been eliminated after verifying the periods for which they are preserved and are they all destroyed and a note made to this effect in the register ?

65. Are the money and stamps received for copies regularly entered in a register ? Is the register submitted regularly to the Head of the office for inspection and signature every month ? Where are all the money and stamps received for copies kept ?

66. Extent to which points noted for action at previous inspections have been attended to.

67. Any irregularities or informalities observed in the course of inspection whether connected with the printed questions or not and suggestions, if any, for improving the efficiency of the working of the office.

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MYSORE CITY MUNICIPALITY.

Notification dated 18*th July* 1930.

It is hereby notified under section 62 of the Municipal Regulation, that the following revised rates of tolls on Motor vehicles in Mysore City sanctioned in Government Orders Nos. L. 9306-8—Mi. 40-29-12 and L. 576-8—Mi. 40-29-17, dated 30th June and 16th July 1930, respectively, will be imposed with effect from 1st September 1930.

		Rs.	a.	p.
1.	On every motor bus	1	0	0
2.	On every motor car	0	12	0
3.	On every motor cycle	0	8	0

T, G. RAMA IYER,
President,